



LISBON WATER DEPARTMENT

639 Lisbon Road

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William A. Bauer, Chairman, Kenneth R. Wells & Marie Hale Commissioners

Commissioners' Meeting Minutes for November 14, 2016

Members Present: Ken Wells and Marie Hale

Members Absent: Bill Bauer

Staff Present: Shellie Reynolds

Audience: Brittany White and Dan Roman from Verizon

Meeting called to order by Mr. Wells at 5:25pm

I. AUDIENCE PARTICIPATION

A. Asset Tracking Demo with Verizon

1. Ms. Reynold introduced Brittany White and Dan Roman and explained that they were here to do a demo for their asset tracking products. Mr. Roman showed live data, tracking and reports from an active company they currently provide this service for. The Board was very interested in the product and asked Ms. White and Mr. Roman to get us a quote as soon as possible. Everyone agreed that they may have another demo if the program is approved to allow the others unable to attend an opportunity to see the benefits.

II. WARRANTS

- A. Warrant 412016 (Oct 12, 2016)-Approved
- B. Warrant 432016 (Oct 26, 2016)-Approved
- C. Warrant 442016 (Nov 02, 2016)-Approved
- D. Warrant 452016 (Nov 09, 2016)-Approved

III. OLD BUSINESS

A. Reading and Approval of Minutes

1. Minutes for Sept 12, 2016
2. Minutes for Oct 11, 2016
 - a. Mr. Wells made a motion to accept the minutes for 9/12/16 and 10/11/16 as written. Ms. Hale 2nd the motion followed by a unanimous positive 2/0 vote.

B. Bibber Street Main Replacement

1. Ms. Reynolds said that Mr. Alexander said that the work was complete and all temporary services were restored on the new main.

- C. Hydrant Flushing
 - 1. Ms. Reynolds said that we have been flushing and that Bill Alexander has been putting updates on Facebook and the Community page to let people know what has been completed and where we will be the next day.
 - 2. The Board really appreciated his extra effort doing this step.
- D. Superintendent Job Description
 - 1. Ms. Reynolds presented the updated copy of the Superintendent's job description that was approved at the last workshop. Mr. Wells made a motion to approve the new Superintendent's job description. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote. They both agreed to have Mr. Bauer sign as the supervisor on the job description.
- E. Filter Plant Maintenance
 - 1. Tabled to the next meeting when Bill Alexander is available.
- F. Mill Street Main Replacement
 - 1. Tabled to the next meeting when Bill Alexander is available.
- G. Highland Ave Main Replacement
 - 1. Tabled to the next meeting when Bill Alexander is available.
- H. Kelly Park
 - 1. Use of APS Series Silt Stop
 - a. Ms. Reynolds said that Mr. Alexander wanted the Board to acknowledge their decision that was made in the workshop about the use of the Silt Stop request submitted by Scott Kelly in regards to the Premiere Development. Mr. Wells reiterated that the Board would not approve anything that the MDWP would not approve. Mr. Wells made a motion to deny approval of the use of the APS Silt Stop in Premiere Development. Ms. Hale 2nd the motion followed by a positive unanimous 2/0 vote.
 - 2. Developer Request Moody Rd Connection Materials
 - a. Ms. Reynolds said that we had received a request from Scott Kelly regarding the materials for tying into Moody Rd but has since been rescinded his request.
- I. 2015 PUC Report and Financial Statements
 - 1. Ms. Reynolds said that the 2015 PUC Report and the Financials Reports were finally completed and uploaded to the PUC.
- J. 2017 Budget
 - 1. 2017 Budget Meeting 10/27/16
 - a. Ms. Reynolds presented the Board with the most recent 2017 budget proposal along with a spreadsheet summary from Nick Henry. She explained that there was quite a short fall and that some tough decisions needed to be made. She said that Mr. Henry was working on a list of suggested cuts or adjustments. She said that she would like to have a workshop to finalize the decisions and Mr. Wells asked if it should be a meeting so that they could make vote to finalize their decisions. Ms. Reynolds said that she would like to start with a workshop and if needed we could have a special meeting after; she would just need to know in order to post notice. The Board decided to schedule a workshop on November 28th at 4pm and asked Ms. Reynolds to check with Mr. Alexander and Mr. Bauer to confirm.
 - 2. Rate Case Proposal
 - a. Ms. Reynolds said that due to the extent of the upcoming projects and improvements we should consider a rate case and perhaps changing the way we assess the usage. The Board agreed to discuss the options at the workshop.

K. Unresolved Issues

1. Mill St Main Project
2. Main St Project
3. Corrosion Control
4. Route 196 Project
5. Standpipe Property Options
6. Update T & C's
 - a. Abatement Policy, credit card
7. Personnel Policy Changes
 - a. Water Operator Licensure
 - b. Cell Phone Policy
 - c. Equipment Use Policy
 - i. Backflow Tester
 - ii. Cell Phone

L. Any Other Old Business

1. Policy for Asset Tracking.
 - a. Ken asked to have Bill Alexander create a policy for the asset tracking including tampering ramifications.

IV. EXECUTIVE SESSION

- A. None

V. NEW BUSINESS

A. Superintendent's Report

1. Littlefield Rd Water Main-tabled to the next meeting
2. Cell Phone Charges-tabled to the next meeting
3. Evaluation Pay Scale Recommendations-tabled to the next meeting
 - a. 1 or 2 step process-Performance Only or COLA and Performance
 - b. Establish amounts for evaluation scale
4. Business Manager's Report
 - a. Aflac Meeting 11/08/16
 - i. Ms. Reynolds said that she just wanted the Board to know that we had Aflac Representatives come to the office to discuss the products they have to offer and offered to set up a meeting for the Board if they were interested in learning more. The Board declined to have a meeting.

B. Commissioner Communication/Requests

1. Mr. Wells-None
2. Ms. Hale
 - a. Ms. Hale said that Tracey Steuber, the Town Economic Dev Director invited her, as a citizen, to attend a Brownfield Grant meeting on 11/17 @ 1pm.
3. Mr. Bauer-None

C. Complaint Log

1. 10/12/16- Several dirty water complaints from fire hydrant use near Grove St.
2. 10/20/16-17 Booker St-dirty water
3. 11/01/16-Several dirty water complaints due to flushing.

D. Customer Comments

1. None

E. Other New Business

1. None

F. Next Meeting

1. A Commissioner's workshop will be on November 28, 2016 at 4:00pm at the Lisbon Water Dept.
2. The next Commissioners' Meeting is Monday, December 12, 2016 at 5:30pm at the Lisbon Water Dept.

VI. ADJOURNMENT

- A. Ms. Hale made a motion to adjourn. Mr. Wells 2nd the motion followed by a positive unanimous 2/0 vote. The meeting was adjourned at 7:00pm.